Seminar skills & Reading and Writing strategies (L2)

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Structure

Most presentations are divided into 3 main parts:

1) Introduction

2) Body/Development

3) Conclusion

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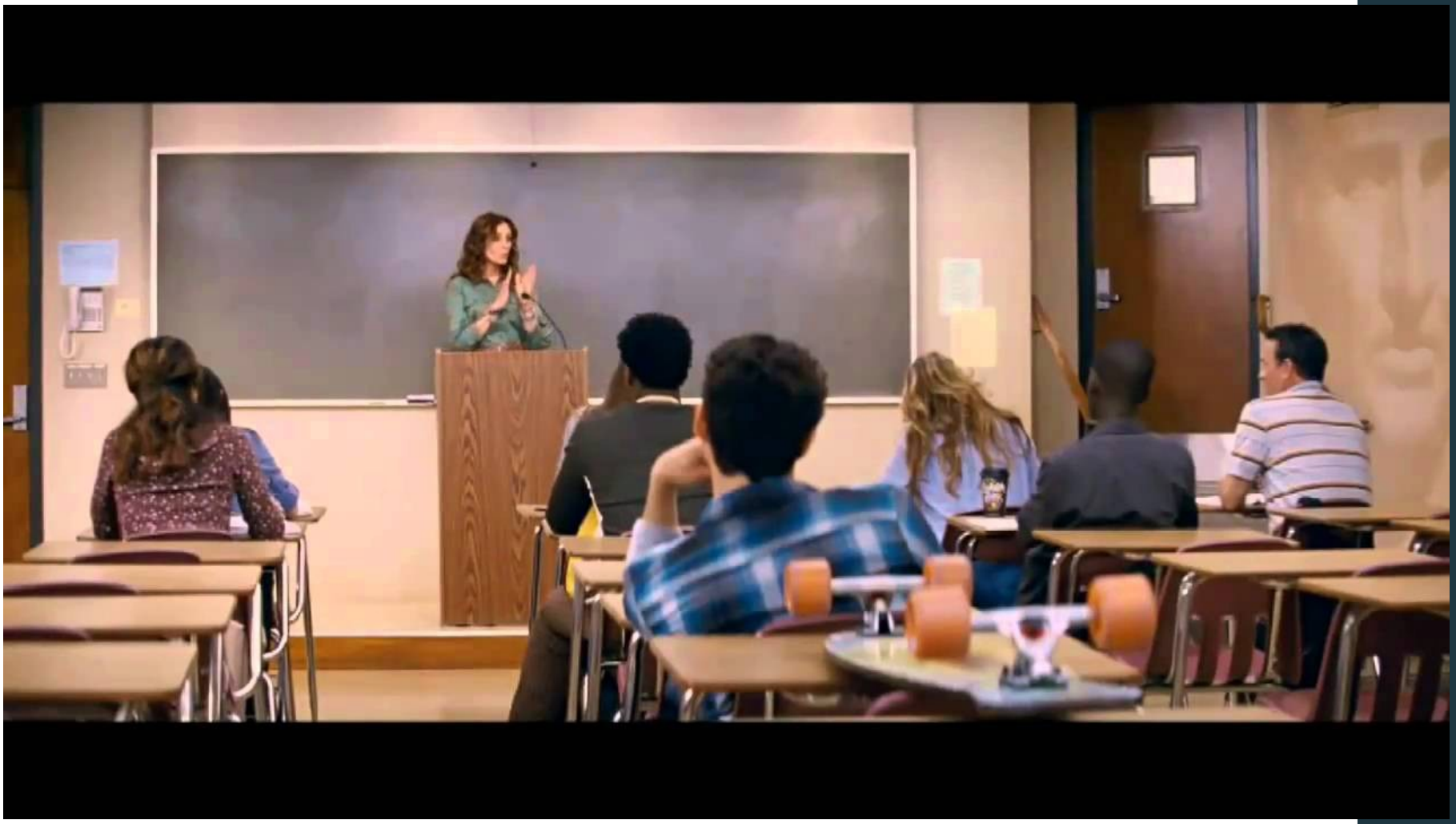
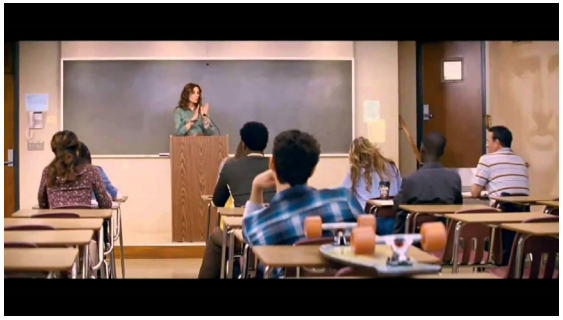


Practice!

What are some of Ms. Taionoit's hints?



Do not look at your hands

Do not look at your phone

Look at your audience: make eye contact

Find three different focal points

Do not spend too much time on one focal point

Introduction

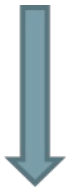
1. Welcome the audience
2. Introduce the subject
3. Outline the structure of your presentation
4. Give instructions about questions

Getting ready for your presentation

1. Dressing code
2. Body language
3. Enunciation
4. Cultural aspects
5. Slide organization and implications in reading

Introduction

Function



1. **Welcome your audience**

Language

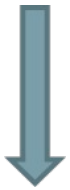
- *Good morning, ladies and gentleman. My name's…and I'm from…*
- *Good afternoon everybody! My name's…and I'm from…*
- *I would like to*

Practice!

Remember:
- 3 focal points
- make eye contact

Introduction

Function



2. Introduce the subject

Language

- *The purpose of this presentation is to **explore** alternatives to..*
- *The aim of this talk is to **present** the results of…*
- *This brief oral presentation aims at **pointing out** the*

4 “Magic” Questions

1. What is the **purpose**, or the **goal**, or the **thesis** of the study?

Go back to your “Introduction of the subject”.

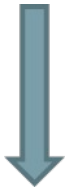
*What is the **verb** that you used to describe the **objective** of the study?*

Practice!

Remember:
- 3 focal points
- make eye contact

Introduction

Function



3. Outline the structure of your presentation

Language

- *First/To begin with, I´ll describe…*
- *Second/ Next I´ll consider…*
- *After that, I´ll bring …*
- *Finally, I´ll summarize my*

Practice!

Remember:
- 3 focal points
- make eye contact

Introduction

Function

4. Give instructions about questions

Language

- *Do feel free to interrupt me if you have any questions*
- *I plan to keep some time for questions after the presentation*

So far
So good

Development

Function

Moving forward (review of the literature)

Language

- *Now, I´d like to move on to the theoretical background that supported this study.*
- *Having presented the introductory part of my study, now I turn to the literature that informed this*

Practice!

*What is the **theory** and **research** that support your study (key points)?*

Development

Function

Moving forward (method)

Language

- *Having presented the review of the literature, I shall set out to present the method under which this study was conducted.*
- *Moving now to the method of the study, I describe the criteria used to conduct this piece*

Practice!

*What are the **<u>methods</u>** of the study?*

Development

Function

Moving forward (results and/or findings)

Language

- *Having brought some clarification on the method, I now focus on the results obtained.*

Practice!

*What are the **<u>methods</u>** of the study?*

Development

Function

Moving forward (conclusion)

Language

- Having brought some clarification on the results, I now focus on the conclusion.
- *Turning now to the literature that informed this research…*
- *Moving now to the*

Practice!

*What are the **results or findings** of the study?*

How do they contribute to the field?

Conclusion

Function

5. Sum up your presentation and concluding

Language

- *Moving towards the end of my presentation, I would like to summarize the main points of my talk today.*
- *Let me finish by saying thank you for your attention today. I am available for questions and you can also email me at….*